



ADDITIONAL TEACHER CERTIFICATE ENDORSEMENT APPLICATION

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

Last Name	First Name	M.I.	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone Number	Work/Mobile Phone Number	Gender	
<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	
Email Address			
<input type="text"/>			
Birthdate (MM/DD/YYYY)	Former Last Name(s)	Highest Educational Degree	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	

The Teacher Education & Certification Office will mail your certificate to the address that you provide. If your name has changed, you will need to submit a photocopy of a legal document verifying the change with your complete packet.

~NOTE: It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at tcwebmail@alaska.gov or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

REQUIREMENTS

An applicant may only add an endorsement to the following types of teaching certificates:

- ❖ An Initial Two- or Three- Year teaching certificate
- ❖ Professional (5 year) teaching certificate
- ❖ Master (10 year) teaching certificate

The following methods can be used to add an endorsements:

1. **Endorsement program completion:** This method requires the completion of an approved endorsement program (university or alternative) and passing scores on the endorsement-related content area exam. If an endorsement is completed outside of Alaska, the applicant must be eligible to gain a comparable endorsement, including completing any required testing, for that state.

~Note: Include transcripts, verification form, and content area exam score report in your application packet.

2. **Posted Degree, Major, or Minor:** This method requires completion of at least one of the following degrees in the content or specialist area for which the endorsement is requested: (a) a doctorate degree; (b) a master's degree; or (c) a baccalaureate degree, with a posted major or posted minor of at least 18 semester hours in the endorsement area requested.

~Note: Include transcripts in your application packet.

Additional grade levels may not be added to your certificate through this method.

3. **Content Area Teaching Experience and Exam:** This method requires two years of teaching experience in the content area and passing scores on the endorsement-related content area exam. Only where content area exam(s) has been identified may endorsements be added with this method.

~Note: Include content area exam score report in your application packet.

This method is not available for elementary, reading or special education endorsements.



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4. **Career and Technical Education (CTE) endorsement:** This method requires two years of teaching experience in a CTE area; six semester hours of coursework focused on classroom management, student assessment and CTE specific teaching strategies; and successful completion of an approved CTE content-specific industry competency exam as approved by the department.

~Note: Include transcripts and CTE competency exam score report in your application packet.

ENDORSEMENT REQUESTS

Request the endorsements, content or specialty area(s), and grade levels in the appropriate section(s) below. Qualifying endorsements will only be granted if they have been requested in this section of the application. **You may only request endorsement areas found on the “Endorsements List” located on page 7 of this packet.** Endorsements will only be granted based on Alaska’s endorsement requirements.

Content area exam(s) or CTE competency exams must be listed for any endorsements not requested based on a Posted Degree, Major or Minor.

Please list the requested endorsement and method (from the list above).

Requested Endorsement	Grade Levels	State-approved program (University/State)	Content Area Exam (Vendor, Name, & Exam #)	Exam Date
[SAMPLE] Elementary Education	K-8	University of Alaska SE	ETS Elementary Content 0018	5/18/15

Requested Endorsement	District & School	Grades Taught	School Years	Content Area Exam (Vendor, Name, & Exam #)	Exam Date
[SAMPLE] Social Studies	Anchorage School District South High School	9 th -12 th	2014-2016	ETS Social Studies 5081	10/4/13

Requested Endorsement	University	Semester Hrs.	Date earned
[SAMPLE] Biology	University of Alaska Fairbanks	36	1/24/00


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Requested Endorsement	District & School	Grades Taught	School Years	CTE Competency Exam (Vendor, Name, & Exam #)	Exam Date
[SAMPLE] Welding	Anchorage School District South High School	9 th -12 th	2014-2016	Welding	10/4/13

College or University	Course Number & Name	Credit Hrs.	Date of Completion

REQUIREMENT CHECKLISTS

You must submit all of the items required for the endorsement(s) for which you are applying in a single packet. If any item is missing or incomplete, the entire packet will be returned unprocessed. Refer to the description of each item below to determine which items must be included. Use the checkbox next to each item to indicate which documents you included in your packet. **Photocopied or faxed applications will not be accepted.**

Requirements for adding an endorsement

Complete Form (pages 1-4)
Make sure all sections of the form are complete. Mail the form with all supporting documents in one complete packet to the Teacher Education & Certification Office at the address provided on page 5.

State-approved Program Verification Form (pages 7-8)
If you have completed a state-approved educator preparation or endorsement program, submit a State-approved preparation program verification form completed by the university's school or college dean or certifying official. More detailed directions are provided on page 6.

Passing scores on an approved Content Area Exam
If you are adding an endorsement based on passing scores on a content area exam, you must submit an original or photocopy of the official score report with your application. Alaska accepts approved content area exams from other states and jurisdictions that are comparable with Alaska's approved content area exams.

~Note: All testing requirements of the jurisdiction where you have completed your preparation or endorsement program must be satisfied to qualify for an endorsement on your Alaska certificate.

Official Transcripts
If you are adding an endorsement based on a major or minor or the completion of a state-approved preparation or endorsement program, submit official transcripts reflecting at least 18 semester hours of credit in the endorsement area with the application. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.

-And/Or-

If you are requesting a CTE endorsement, submit official transcripts reflecting all required coursework. Unofficial, photocopied, faxed, scanned or electronic documents will not be accepted.

Passing scores on an approved CTE competency exam
If you are requesting a CTE endorsement, you must submit an original or photocopy of the official score report.



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Positions Held

If you are requesting an endorsement based on teaching experience, include details concerning your teaching experience on pages 2 and/or 3.

Fee Schedule & Online Payment Center

Submit \$200.00 for each additional endorsement requested. Fees are non-refundable. You may pay with a credit card via the EED Online Payment Center, with a cashier's check (payable to EED), or money order. **Personal checks will not be accepted.**

If paid for via the payment center (<https://education.alaska.gov/TeacherCertification/PaymentCenter>), include the EED Payment receipt with your application.

You must satisfy all requirements listed in this section in order to qualify for an additional endorsement. You must include all the items on the checklists that apply to the type of endorsement for which you are applying in a single packet. Review your packet for completeness before submitting it to the Teacher Education & Certification Office.

If you have questions about the requirements, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature

Date

SUBMIT YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development
Teacher Education & Certification
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

SCANNED OR FAXED APPLICATION PACKETS WILL NOT BE ACCEPTED.

NOTES:

- If an item is missing or incomplete, your packet will be returned unprocessed to the address you provide in the personal information section of your application.
- If you would like your original documents returned, you must include a self-addressed, stamped envelope with your complete packet.
- We recommended that you send your complete packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

TIP: IT IS ADVISABLE TO KEEP A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.



TEACHER EDUCATION & CERTIFICATION VERIFICATION FORM DIRECTIONS



REQUIREMENTS

In order to qualify for most Alaska certifications, the state-approved university-based educator preparation program where you complete your program must complete a verification form on your behalf. If you completed a non-traditional or alternative state-approved educator preparation program, the state agency with jurisdiction over the program must complete the verification form. The verification form needs to be submitted with your application packet unless you have previously submitted the verification form (previously called the Institutional or State recommendation) with another application.

If you have completed an educator preparation program outside of the United States, you will need to submit a complete, original foreign evaluation from an approved agency. More information concerning foreign evaluations can be found at https://education.alaska.gov/teachercertification/forms/Foreign_Evaluation_Info.pdf.

APPLICANT DIRECTIONS:

- 1) Complete the APPLICANT INFORMATION section.
- 2) Leave the remaining sections of the form blank. The university or state agency must complete all other sections.
- 3) If your educator preparation program is through a university, mail or fax the form and the list of endorsements (p.15) to the Dean or Certification Officer within the university's School or College of Education where you completed your program.

-OR-

If your educator preparation program was completed in a state-approved alternative route program, mail or fax the verification form and the list of endorsements to the state official who has the authority to verify your completion of a state-approved alternative route to educator certification.

UNIVERSITY OR STATE AGENCY DIRECTIONS:

- 1) Provide all of the requested information in the following sections of the state-approved program verification form provided by the applicant:
 - a. PROGRAM TYPE
 - b. PROGRAM STANDARDS
 - c. CLINICAL PRACTICE
 - d. DEGREE INFORMATION
 - e. CERTIFICATE/ENDORSEMENT INFORMATION
 - f. SIGNATURE
 - g. STAMP OR SEAL
- 2) If a Stamp or Seal is not available, complete all information using blue ink.
- 3) Please return the original state-approved program verification form to the applicant.

Photocopies or faxes will not be accepted.

~**Note:** If you have any questions concerning the completion of the state-approved program verification form, email tcwebmail@alaska.gov for assistance.



TEACHER EDUCATION & CERTIFICATION PROGRAM VERIFICATION FORM



<p>ART/ FINE ARTS</p> <ul style="list-style-type: none"> • Art • Music • Music – Choral • Music – Instrumental • Theater Arts • Visual Arts <p>ALASKA NATIVE STUDIES</p> <ul style="list-style-type: none"> • Alaska Native Studies • Aleut Language/Culture • Athabascan Language/Culture • Haida Language/Culture • Inupiaq Language/Culture • Tlingit Language/Culture • Yupik Language/Culture <p>BUSINESS</p> <ul style="list-style-type: none"> • Business Education • Business Communication • Computer Education • Marketing <p>EARLY CHILDHOOD</p> <ul style="list-style-type: none"> • Early Childhood Education <p>EDUCATIONAL TECHNOLOGY</p> <ul style="list-style-type: none"> • Distance Teaching & E-Learning • Educational Technology <p>ELEMENTARY EDUCATION</p> <ul style="list-style-type: none"> • Elementary Education <p>LANGUAGE ARTS</p> <ul style="list-style-type: none"> • Communication • English • English Literature • Humanities • Journalism • Language Arts • Literature • Russian Literature • Speech <p>MATHEMATICS</p> <ul style="list-style-type: none"> • Mathematics 	<p>LIBRARY - (Only available if done through a teacher preparation program.)</p> <ul style="list-style-type: none"> • Library Science • Media Specialist • School Librarian <p>MIDDLE SCHOOL</p> <ul style="list-style-type: none"> • Middle School • Middle School English / LA • Middle School Math • Middle School Science • Middle School Social Studies <p>PHYSICAL EDUCATION / HEALTH</p> <ul style="list-style-type: none"> • Coaching • Health • Health Education • Kinesiology • Physical Education <p>READING</p> <ul style="list-style-type: none"> • Reading • Reading Specialist • Remedial Reading <p>SCIENCE</p> <ul style="list-style-type: none"> • Biology • Chemistry • Earth Science • Environmental Science • General Science • Geology • Life Science • Natural Science • Physical Science • Physics • Science • Zoology <p>SOCIAL SCIENCES / STUDIES</p> <ul style="list-style-type: none"> • Anthropology • Economics • Geography • Government • History 	<ul style="list-style-type: none"> • Political Science • Psychology • Russian History • Social Science • Sociology • Social Studies • U.S. History • World History <p>SPECIAL EDUCATION</p> <ul style="list-style-type: none"> • Adaptive P.E. • Cognitively Impaired • Communication Disorders • Emotionally Disturbed • Hearing Impaired • Learning Disability • Multi-Handicapped • Physically Handicapped • Resource • Special Ed – Early Childhood • Special Education • Visually Handicapped <p>VOCATIONAL EDUCATION</p> <ul style="list-style-type: none"> • Agriculture • Family/Consumer Science • Industrial Arts • Industrial Technology • Natural Resources • Technology Education • Vocational Education <p>WORLD LANGUAGES</p> <ul style="list-style-type: none"> • Bilingual Education • Chinese • English as a Foreign Language • English as a Second Language • French • German • Italian • Japanese • Latin • Russian • Spanish
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Grade Levels		IMPORTANT NOTE: Other grade level combinations are available. Grade levels reflect the range of grades for which your preparation program has been approved.
Birth – Grade 3	Grades K – 12	
Pre K – Grade 3	Grades 5 – 12	
Pre K – Grade 12	Grades 6 – 8	
Grades K – 3	Grades 7 – 12	
Grades K – 8	Grades 9 – 12	

For T-III Master Certificate - Alaska recognizes all of the certificate areas and development levels recognized by the National Board for Professional Teaching Standards (NBPTS). To learn more, go to National Board's website at <http://boardcertifiedteachers.org/certificate-areas>.



TEACHER EDUCATION & CERTIFICATION PROGRAM VERIFICATION FORM



APPLICANT INFORMATION

Last Name First Name M.I. Last four (4) digits of Social Security Number - -

Mailing Address City State Zip Code

❖ THE REMAINING SECTIONS ARE TO BE COMPLETED BY THE STATE APPROVED PROGRAM OR STATE AGENCY, NOT THE APPLICANT.

STATE-APPROVED EDUCATOR PREPARATION PROGRAM INFORMATION

Applicants who have completed a state-approved educator preparation program and have met all the associated testing requirements of the state with jurisdiction are eligible for Alaska certification. A state-approved educator preparation program must include a program of study and a supervised clinical practice. To qualify for a certificate or endorsement in Alaska, applicants must be eligible to gain a comparable certificate or endorsement in the state with jurisdiction over the approved program.

Certifications and endorsements based on testing alone cannot be used for Alaska certification.

PROGRAM TYPE: Indicate the type of state-approved educator preparation program:

- Traditional program/University-based Non-traditional/University-based Non-traditional (Alternative)

PROGRAM STANDARDS: Specify which standards the approved program meets:

- CAEP/NCATE/TEAC State Standards Other:

CLINICAL PRACTICE: Indicate the type of supervised clinical practice required by the state-approved program and satisfied by the applicant:

- Student Teaching Internship Met requirement through a state-approved alternative
 Field Experience Practicum Other (Provide an explanation on a separate page.)

DEGREE INFORMATION: Specify the degree the applicant earned as part of the approved program:

- Bachelor's Master's M.A.T.
 Ed.D. Ph.D. No degree/endorsement or certification ONLY Other:

CERTIFICATE/ENDORSEMENT INFORMATION: Indicate the certificate and/or endorsement areas in which the applicant has completed the state-approved educator preparation or endorsement program, and met all associated testing requirements.

Certificate/Endorsement Area	Grade Level(s)	Date of Completion
1.		
2.		
3.		
4.		

By signing below, I verify the applicant has:

- 1) Satisfied all the requirements of the state-approved educator preparation or the endorsement program to be eligible for certification and/or endorsement in the areas listed above;
- 2) Passed all the jurisdiction's testing requirements in place at the time the applicant completed the programs listed above; and
- 3) Maintained ethical standards required of an educator while participating in the state-approved program.

Signature of Certifying Official Printed Name Title Date

– CONTINUED ON NEXT PAGE –

